

□ BODY (Elements of Verbal Communication)

1. Variation in speed

"The first element is variation in speed. This means how fast or slow a person talks. If someone speaks too fast, it can be hard to understand, especially when the accent is different. For example, Filipinos are more used to American English, so British or Australian speakers can sometimes be difficult to follow because of their speed and accent."

👉 **Tip:** Speak a little slower here to **demonstrate** "variation in speed."

2. Volume

"The second element is volume. This is about how loud or soft you speak. You need to adjust your voice depending on how many people you are talking to and how far they are. If you speak too soft, people may not hear you. But if you speak too loud, it may sound unpleasant."

👉 **Tip:** Lower your voice slightly when saying "too soft" and raise it a little when saying "too loud."

3. Intonation

"The third element is intonation. But what is intonation? It is the way our voice goes up and down when we speak. It helps show meaning and emotion. For example, if your voice goes up at the end, it can sound like a question. If it goes down, it can sound like a statement. Intonation affects how people understand us. Sometimes, when we use the intonation of our own language or dialect while speaking another language, it can cause confusion."

Example: "If I say, 'You're coming?' with a rising tone, it sounds like I'm asking. But if I say, 'You're coming.' with a falling tone, it sounds like I'm telling."

👉 **Tip:** Actually demonstrate the two different tones when saying the example.

4. Gestures

"The fourth element is gestures. These are body movements, like hand or head movements, that support what we say. Our body language should match our words to make the message easy to understand. It's also important to use positive and commonly accepted gestures so others can understand us better."

👉 **Tip:** Do a small **nod** when mentioning "nodding your head."

5. Emphasis

"The fifth element is emphasis. This means using pauses, the right volume, and the right strength in your voice to show what is important. Emphasis helps the listener focus on the key parts of your message."

Example: "If I say, 'We need to finish the project **today**,' by stressing the word today, it shows that the deadline is very important."

👉 **Tip:** Stress the word *today* in your example.

6. Rhythm

"The sixth element is rhythm. Rhythm is the beat or flow of your speech. It comes from strong and weak sounds, word length, and accents. A good rhythm makes your message easier to follow and more effective."

Example: "If you speak in a flat and boring way, people may lose interest. But if you use rhythm, like stressing some words and pausing at the right time, people will listen better."

👉 **Tip:** Say the first sentence flat, then say the second one with energy to **show the difference**.

7. Pitch

"The seventh element is pitch. Pitch is how high or low your voice sounds. Changing your pitch shows how important an idea is. If you use the same pitch all the time, your speech may sound flat. But if you change it, people will pay more attention."

Example: "If you say, 'This is very important!' in a higher pitch, it shows urgency. But if you say it in a lower, calmer pitch, it may not sound serious."

👉 **Tip:** Actually demonstrate both pitches.

8. Pausing and Phrasing

"The eighth element is pausing and phrasing. If a speaker talks nonstop without breaks, it can be boring and hard to follow. To be effective, you should pause at the right points and group your words properly. This makes your message easier to understand and keeps attention."

Example: "Let's eat, classmates." (pause) vs. "Let's eat classmates." (no pause).

👉 **Tip:** Say the example with a small smile, so it sounds engaging.

□ CONCLUSION

"In summary, verbal communication is not just about words. The way we use speed, volume, intonation, gestures, emphasis, rhythm, pitch, and pauses all affect how our message is received. If we learn to use these elements well, we can become better and more effective communicators. Thank you."

👉 **Tip:** End with a pause, then smile.